

# PERSRU NEWSLETTER-25TH ANNIVERSARY EDITION

*Issue 02/99*

*April through June 1999*

HRSIC has been publishing the PERSRU Newsletter (formerly PMIS Newsletter) for twenty-five years now. Here's a copy of the cover from issue #1 published on May 7, 1974. PMIS/JUMPS has seen a lot of changes over the years and HRSIC is proud to have had the opportunity to keep the PERSRU's informed on all those changes as they've occurred. The first issue contained articles like: "What is PMIS?" "What will it do for you?" and "How does it work?". Those were exciting times for



YN and SK personnel as we entered the world of PMIS/JUMPS. As we look ahead to the next twenty-five years, our goal is to provide you with the best in customer support so together we can better serve our customers. The Coast Guard could not operate without PERSRU teams. I commend you for your dedication and hard work and wish you continued

success in the future.

R. J. WILLIAMSON  
Captain, USCG  
Commanding Officer  
Human Resources Service & Info Center



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## Reserve Retirement Point Statements

Is your head spinning because most of your reserve force comes to you with the statement "I know I had a good year"? Did they have a good fiscal year or good anniversary year? There is a difference and maybe some of them don't know the importance of keeping them straight. I am hoping that this will help you educate them on how to ensure they meet the minimum requirements for a good year for "retirement".

A minimum of 50 points must be earned in each reserve anniversary year for it to be counted as satisfactory service for retirement, and a member must complete 20 years of satisfactory service to be entitled to retired pay.

Each reserve member must complete 12 days of active duty for his or her Annual Training (AT) requirement per **fiscal year**. The responsibility to meet the AT requirement lies with the reservist, but commands need to consider the fact that the member must earn 50 retirement points each **anniversary year** when they schedule AT. A member may request a waiver for AT in accordance with 3-B-4 of the Reserve Policy Manual, but this will not ensure that the member has a satisfactory year if they did not otherwise earn the required minimum 50 points for retirement. No points can be credited to a member unless they complete the actual duty. The fiscal year has maximums established for budget purposes; most reserve members are limited to 48 paid drills and 12 days AT each fiscal year. Most reserve anniversary years do not correspond with the fiscal year. It is important to remind the reserve member that he or she has two different requirements they must keep abreast of each year, the minimum fiscal year attendance for IDT and AT, and the minimum requirements for retirement year.

The Service Information & Validation Team at HRSIC is responsible for making corrections to historical information on the retirement point statements. This does not include drills or active duty that have not previously been submitted via your PERSRU transmittal. If a member comes to you regarding any Active Duty or Drill problem that was completed on or after 1 January of 1992, you must first verify that the appropriate PMIS documenta-

tion was completed. If you can verify that the correct documents have been submitted, and the points have not been credited to the members account, a correction must be requested. If the document has not been submitted, then you must verify that the member completed the AD or the Drill, and submit the documents via your PERSRU transmittal. Most of the time this will result in an out of range transaction. Also, it is important to remember that retirement points must be credited in the anniversary year in which the duty was performed. Points cannot be moved from one anniversary year to another.

If you have a member who has prior service in a reserve component, and is now serving in the USCGR, you should ask for SOCS in accordance with 5-C-3 of the 3PM, and a review of the members anniversary points to include credit for all prior service. Any questions regarding reserve points correction should be addressed to HRSIC (SES).

- Mrs. Karen Stadler, Auditor, Service  
Information Validation Team

## Waiver/Remission Forms on HRSIC Web Site

All of the forms necessary to apply for a waiver or remission of indebtedness (CG-5489, CG-5489A, and CG-5489B) are now available on our web site (<http://www.uscg.mil/hq/hrsic/>). Any unit having Internet access via Standard Workstation III can fill out and print forms on-line, or download them in "zip" format for local use. Downloading the forms is preferable, as it allows users to save copies of their work, which cannot be done on-line. As with the on-line version, the zip files allow users to type all of the variable data elements, and electronically "check" all of the appropriate boxes.

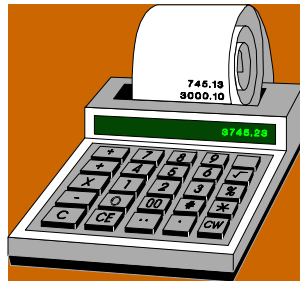
We strongly encourage all units and PERSRUs to take advantage of these electronic forms. Use of these electronic forms will decrease the chance for errors caused by legibility at both HRSIC and Commandant (G-WPM-3) during processing, which in turn will enhance the service that we are able to provide to the member.

**Robert T. Dyche (MAS)**

## Selective Reenlistment Bonus (SRB): What generates payment and how are they paid?

After each update, a report of all bonus eligible members who have reenlisted or extended is generated at HRSIC. A retention document must be successfully transmitted through PMIS/JUMPS for a member's name to appear on the SRB report. If the retention document is transmitted more than 30 days after the effective date, the member's name will not appear on the SRB report and HRSIC (CST) must be notified by phone or email in order for the bonus to be paid. There is no need to fax a copy of the contract or a page seven.

Once a member's name appears on the SRB report, the bonus will be manually calculated and an H600 submitted. The SRB is paid upon reenlistment or operative date of an extension. Members can expect payment within two pay periods after appearing on the SRB report. For example: A member reenlists or begins an extension (P198/199) on 16 June, the document is transmitted that day, and polling cutoff is 16 June, the member's name will appear on the 17 June SRB report as long as the document processed successfully. The first and second pay periods are 15 July and 1 August respectively.



After the bonus has been processed, segment 42 will show the amount of the bonus and the installment amounts and schedule. HRSIC no longer sends an email to the PERSRU notifying them of the amount of the bonus. Once the bonus has posted to the member's LES, the PERSRU should verify accuracy. If a discrepancy is found, please contact the Customer Service Team at 785-357-3540.

**-YN2 Christina Picetti**

## The Internet– A Great Aid To PERSRUs and HRSIC

It appears that all but five PERSRUs have completed the conversion from Standard Workstation II to Standard Workstation III. Like us, you are probably truly enjoying all the benefits that come with the new Standard Workstation— especially the benefits of having so much more information at your fingertips.

If you haven't accessed the HRSIC Web site, we encourage you to do so – the address is [http:// www.uscg.mil/hq/hrsic/](http://www.uscg.mil/hq/hrsic/). Once you're in the web site, you can link to other useful Web sites, including Web sites that provide pay and allowance tables.

To access current pay and allowance tables:

- ⇒ Go to [www.uscg.mil/hq/hrsic](http://www.uscg.mil/hq/hrsic)
- ⇒ Select the Military Accounts Support (MAS) icon
- ⇒ Then select the Pay Related Links On the Internet icon.
- ⇒ You now have access to several pay and allowance tables, including: Basic Pay, Career Sea Pay, Basic Allowance for Housing (BAH), Aviation Career Incentive Pay (ACIP), CONUS COLA , OUTCONUS COLA, Hazardous Duty Incentive Pay, Hardship Duty Pay (previously Foreign Duty Pay)



In cases where there are numerous rates of pay (e.g., BAH, CONUS COLA, and OUTCONUS COLA), you are asked to supply information on a member ( such as the member's location rank, etc.), and the Web site then supplies you with the applicable BAH and COLA rate for the member. The web site also provides information regarding Overseas Housing Allowance (OHA). However, it doesn't automatically calculate the member's OHA amount; the Web site only supplies data that goes into the OHA computation .

HRSIC (MAS) has developed an Excel Spreadsheet that calculates OHA. If your PERSRU deals with OHA, and would like to receive a copy of our Excel Spreadsheet, just let us know via E-Mail to HRSIC-MAS.

**-Dale Hosman (MAS)**

## PCS Departing, Reporting, and R910 Transactions for Reserve Members (Not Involving Extended Active Duty)

When transferring a reserve member to another unit, the PERSRU departing the member can submit the departing, reporting and R910 transactions. This will ensure timely transfer of the reserve member and prevent out of range reporting and R910 transactions. When SDA II builds a "xim" file, the departing, reporting, and R910 transactions will be transferred to the member's gaining PERSRU's data base. (Note: Use the same effective date for both the reporting and departing endorsements with 5 minutes separating the effective times. Refer to SDAII User Manual, 4-B-4.)

**-YN2 Glenn Moshauer (MAS)**

## Satisfactory Participation Of Reservists

The Reserve Policy Manual, COMDTINST M1001.28, contains provisions regarding satisfactory participation by reservists. This manual provides:

- ⇒ For satisfactory participation purposes, members in the Selected Reserve in Training Pay Category A and B must attend 90% of (at least 43) drills each fiscal year. [Ref: Section 2. B. 3]
- ⇒ Officers in the Ready Reserve must attain a minimum of 50 points per anniversary year. [Ref: Section 2.B.3]
- ⇒ Members of the SELRES in Training Pay Category A must perform 12 days of active duty annual training (AT) per fiscal year unless: (a) waived for sufficient cause; or (b) member has been assigned to the SELRES for less than 6 months during the fiscal year. [Ref: Sections 3. B.2 thru 3.B.4]
- ⇒ Members who are unsatisfactorily performing are to be counseled by their Commanding Officer. The member may request that ISC (pf) authorized transfer to the IRR for hardship reasons. In other cases of unsatisfactory performance, the member's commanding officer may

recommend to ISC (pf) (CGPC-rpm in the case of officers) that the member be transferred to the IRR/ISL, discharged for misconduct, or be taken before a board. [Ref: Sections 4.A.1 thru 4.A.5, 4.B.1, and 1.C.2.b]

PERSRUs may be asked by Commanding Officers of reservists to provide information relating to satisfactory participation. To obtain data, the PERSRU can:

- ⇒ Query segment 00. Page 3 of segment 00 provides a tally of how many drills a reservist performed during the current and prior fiscal year.
- ⇒ Research LES's of reservists. Monthly reserve LES's show active duty participation and cumulative drill information in the Remarks block.

Occasionally, in the course of auditing accounts of reservists, HRSIC finds that a reservist may not be participating satisfactorily. For instance, we may find that a Selected Reservist has not performed enough drills or AT in the past 2 or 3 years. In those cases, HRSIC will pass this information to the PERSRU with a request that the PERSRU further relay the information to the reservist's command and to the cognizant ISC (pf) for appropriate action under the Reserve Policy Manual.

It's important to remember that "satisfactory participation" and "good year for retirement" are slightly different. Satisfactory participation consists of the criteria listed above. A good year for retirement means that a reservist earns 50 retirement points during the reservist's anniversary year; reservists must have 20 good years for retirement to earn retired pay.

**-Dale Hosman (MAS)**

## Retiree And Annuitant Services (RAS) EMAIL Address

To send email to HRSIC (RAS) please use the following corrected email address: HRSIC-RAS This will enable us to route your correspondence to the respective pay technician.

**- CWO Bonnie Abendschan (RAS)**



## SDA II PERSRU Checklist

To insure a smooth transition to the SDA II centralized application, please complete the following checklist:

- ⇒ Insure you have run Adhoc/site.r ASAP. This sends your site file information to HRSIC so we can import it into the centralized database. If any site information has changed since the adhoc was executed, please rerun the adhoc. The user running the adhoc must have the Send Mail Message command available to them and your Email system must have the DDRU mail user.
- ⇒ Insure your payment authorization official (PAO) certificates for all SDA II auditors are current as per instruction CGHRSIC 7210 and have been delivered to HRSIC/MAS.
- ⇒ Please provide the SDA II Team (sda2/hrsic03) with the Email address of your Account Fund Manager (AFM). This POC is where your SDA II to DAFIS interface file is sent. The AFM is usually at your ISC.
- ⇒ Upon receipt of this checklist, have your standard workstation III Email administrator create a distribution list as follows:



PERSRU5302 where 5302 is your district and RU numbers. The member's of the distribution list is up to you.

- ⇒ HRSIC will be sending SDA II related correspondence to this distribution list.
- ⇒ HRSIC will provide the PERSRU with a target date to migrate to the new system. After receiving this established migration date, provide a list of users to the SDA II team in the format below including a POC (Chief or supervisor of the PERSRU). Once HRSIC creates the users in SDA II, the POC will receive an electronic list of user id's and password.

	Rank/Name	SSN	R/A
⇒	YN1 John Doe	000001111	Y
	YN2 Jane Doe	000002222	N

Please send this list to [JVentucci@hrsic.uscg.mil](mailto:JVentucci@hrsic.uscg.mil), [Awat@hrsic.uscg.mil](mailto:Awat@hrsic.uscg.mil), or [Pmayhue@hrsic.uscg.mil](mailto:Pmayhue@hrsic.uscg.mil) via standard workstation III or SDA2/hrsic03 via standard workstation II.

Please provide all installation materials delivered by HRSIC to your standard workstation III support staff ASAP.

On the date of migration, perform and provide HRSIC with a complete backup of your existing SDA II database and insure the label on the tape contains your district, OPFAC and RU and the date of the backup.

- Jim Ventucci (SDM)

## SDA II Centralization Update

The SDA II certification with TISCOM went well. The only software that must be loaded at the PERSRU level is Hummingbird Host Explorer terminal emulation package, keymap configurations and our CG forms. Instructions have been written by TISCOM and will be delivered to your IRM personnel along with software.

Our new Sequent computer at OSC has been set up and configured. Progress has been installed and our next step is to install the SDA II software, configure and load the SDA II data base and conduct some major testing prior to implementation.

For a preview of the changes on the workstation III, SDA II application, visit our WEB site at: <http://www.uscg.mil/hq/hrsic/publicatl.htm>

Once on the WEB page, click on **SDA II Guide on SWIII (Draft) (113kb)** To the left is a DRAFT PERSRU checklist that will be delivered to each PERSRU just prior to implementation. I have included it with this newsletter so you may become familiar with it and give it to your IRM folks so everyone has a chance to review it and ask questions if necessary.

(See time line on following page)

- Jim Ventucci (SDM)

*While the planned timeline has been modified, we are making progress and still intend to fully deploy the application in 1999. Due to special situations, you may see the implementation schedule slightly change. Part of Phase I is a testing period. The order within each phase is not set.*

ID	Task Name	Qtr 2, 1999			Qtr 3, 1999			Qtr 4, 1999			Qtr 1, 2000		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
6													
7	Installation												
8	Phase I Install												
9	Phase II Install												
10	Phase III Install												
11	Phase IV Install												
12													

PHASE I

534740000 CG HRSIC 3<sup>rd</sup> DECK  
 505240017 CG TISCOM  
 534740002 CG HRSIC  
 984785003 CG HQ SUPRT CMD (A-1)

PHASE II

324670004 CG ISC ST LOUIS  
 324680008 CG ISC CLEVELAND  
 324690006 CG ISC MIAMI BEACH  
 324700002 CG ISC BOSTON  
 324710031 CG ISC PORTSMOUTH  
 324730021 CG SUPRTCEN ELIZABETH CITY  
 324771010 CG ISC NOLA  
 330259535 CG ISC KETCH DET JUNEAU (PRU)  
 334600013 CG ISC KODIAK  
 334720012 CG ISC SEATTLE  
 334750030 CG ISC ALAMEDA  
 334770018 CG ISC KETCHIKAN  
 334772020 CG ISC SAN PEDRO  
 334781016 CG ISC HONOLULU

PHASE III

606010001 CG ACADEMY  
 746120094 CG TRACEN PETALUMA  
 756310049 CG RESTRACEN YORKTOWN  
 766510079 CG AVTRACEN MOBILE  
 776610439 CG TRACEN CAPE MAY  
 776710038 CG TRACEN CAPE MAY  
 274795040 CG TRACEN CAPE MAY UDC  
 017313626 CG ACT NEW YORK  
 057313302 CG ACT BALTIMORE  
 012011509 CG AIRSTA CAPE COD  
 112017015 CG AIRSTA SAN DIEGO  
 112029020 CG AIRSTA SACRAMENTO

PHASE IV

013621279 CG GP PORTLAND  
 013621523 CG GP WOODS HOLE  
 013621708 CG GP SOUTHWEST HARBOR  
 053623408 CG GP FORT MACON  
 073628910 CG GP CHARLESTON  
 073629315 CG GP ST PETERSBURG  
 073629820 CG GP KEY WEST  
 077614025 CG GANTSEC  
 083118010 CG BASE GALVESTON  
 083324425 CG MSO HOUSTON-GALVESTON  
 083623906 CG GP MOBILE  
 083624917 CG GP CORPUS CHRISTI  
 113626610 CG GP HUMBOLDT BAY  
 113626905 CG GP SAN FRANCISCO  
 133627125 CG GP ASTORIA  
 133627420 CG GP NORTH BEND  
 133627727 CG GP PORT ANGELES  
 147618029 CG MARSEC  
 857400001 NOAA CORPS-CPC11

## Return Of Salary And Allotment Payments By Financial Institutions

It is taking approximately 7 to 8 days (after payday) for HRSIC to receive notification from the Department of Treasury of returned EFT salary and allotment payments. We realize that this delay may cause problems for individuals who have financial obligations that cannot be delayed, but Treasury regulations prohibit payment reissuances/replacements until we receive notification that the payment has been returned by the financial institution. We will make every attempt to ensure timely notification to the PERSRUs of returned items. If we receive claims of nonreceipt prior to receipt of the Treasury return notification, we will research such reports immediately.

Once we provide you E-Mail notification that a payment has been returned, you need to contact the member as soon as possible, so we can identify a correct account to deliver the payment to. If a member contacts the PERSRU before payday (3 or more days prior to payday) to let you know that his/her banking account has changed, please contact HRSIC (Voucher) immediately at 785-357-3506, or via E-Mail at HRSIC-MAS. We will take action to stop or reroute the member's payment. This will avoid returns and improve customer service.

- Terry Rogers (MAS)

## Recall From Retirement

Retired Pay receives many questions concerning the process of recall to active duty once a member is retired. Following is a brief summary of the recall process. If you have any questions or need further information please call us at 785-357-3415.

The Coast Guard Personnel Command (CGPC-opm-1) for officers and (CGPC-epm-1) for enlisted, start the process by issuing a recall order to the member. The recall order contains the effective date of the recall and duration of active duty. Information copies are sent to the Coast Guard Human Resources Service and Information Center (HRSIC), Retiree and Annuitant Services (RAS) and Military Accounts Support (MAS).

- Upon receipt of the recall order, RAS sends the Retiree a letter that includes a form for waiver of retired pay. The member is required to complete, sign, and return the waiver to RAS. This allows RAS to suspend retired pay, and the member to receive active duty pay and allowances during the recall period.
- If the recall period is less than 30 days, RAS will not interrupt monthly retired pay entitlement. The member or active duty Personnel Reporting Unit (PERSRU), shall notify RAS in writing, upon completion of an active duty period. RAS will then compute entitlement to active duty pay and allowances during the recall period and issue a special payment for the difference between active duty and retired pay. HRSIC will issue a W-2 for taxable active duty pay received during the recall period and reduce the retired pay year-to-date taxable income that was waived.
- If the recall is for 30 days or longer, RAS will suspend retired pay entitlement and MAS will coordinate with the active duty PERSRU in accessing the member to PMIS/JUMPS. For immediate recall from retirement with no break in active duty, the PERSRU will electronically submit a Personnel Action P-193. **NOTE:** The member must carry all accrued leave forward. Ref: Coast Guard Personnel Manual, 7.A.20. b.9.

## IMPACT ON RETIRED PAY BENEFITS:

On immediate recall from retirement, the member is placed to the retired rolls on the effective date of retirement and retired pay is immediately suspended. If the retiree is recalled to active duty after being retired for 24 hours or more, the member's retired pay is suspended only if the recall period is for 30 days or more.

If the recall period is for less than 2 years, RAS will review the member's retired pay entitlement effective on his/her original retirement date. The amount of time the member served in a recall status will be added to the amount of service the member had when he/she first retired to determine the member's longevity for pay and percentage purposes. RAS will then apply the additional active duty time to arrive at the new retired pay entitlement which will be effective on the date the member resumes retired status.

If the recall period is for 2 years or more, and the retiree returns to retired status not by reason of disability, RAS will recompute retired pay using either:

- (1) The same active duty pay scale that was used when the member first retired, plus any cost-of-living adjustments applied to retired pay since that time; or
- (2) The active duty pay scale prior to the current active duty pay scale, plus the last cost-of-living adjustment, if any, applied to retired pay. The retiree must have been in receipt of pay from that basic pay scale for at least 2 years in order for that pay scale to be used for recomputation.

A member originally retired for other than disability who, while on active duty, incurs a physical disability rating of at least 30 percent for which the member would otherwise be eligible for disability retired pay, is entitled, upon release from active duty, to retired pay computed on at least two different methods of entitlement; and depending on when the member first became a member of the military, before or after 8 September 1980.

**-Dick Parker (QA/FR)**

## PMIS/JUMPS Familiarization Session

The Performance and Training Branch offers a PMIS/JUMPS Familiarization session. This workshop helps to improve the relationship between HRSIC and the PERSRU. It's excellent for PAO's, and members that have at least 6 months of PERSRU experience.

Sorry, but all units must pay for their own travel costs. We'd love to offer to fund your travel, but we have a target budget, too. We recommend that you arrive on Monday and return to your unit on Friday. Due to the popularity of this course, a copy of your orders must be faxed to us before we can confirm your seat. See our web site at: <http://www.uscg.mil/hq/hrsic/persru.htm>

### The following are the dates for the Summer & Fall Schedule:

22-24 June 1999  
27-29 July 1999  
24-26 August 1999  
21-23 September 1999  
19-21 October 1999  
16-18 November 1999  
14-16 December 1999

### PMIS/JUMPS Familiarization Agenda

#### **Tuesday 0800-1500**

Welcome/Introductions  
Introduction to Manuals  
tso/topts Menu options  
PMIS/JUMPS Processing schedule  
PMIS Data Base Personnel Pages  
PMIS/JUMPS Fixed Data  
Segments  
Recents

#### **Wednesday 0800-1500**

Pay  
Special Payments  
Overpayments  
Leave and Earnings Statement (LES)  
PMIS/JUMPS Feedback Report (Electronic Feedback)  
Basic Allowance for Housing (overview)  
PERSRU Accuracy Report (PAR)  
SDAII  
PMIS/JUMPS II

#### **Thursday 0800-1500**

Service Information Validation Team  
Separations  
Customer Service Team (MAS)  
Bonuses  
Advancements  
Retiree and Annuitant Services  
Travel  
Commanding Officer Out Brief

\*We reserve the right to change convening dates or times when necessary.

To schedule your visit, contact YN2 Matt Falor by E-mail at [Mfalor@hrsic.uscg.mil](mailto:Mfalor@hrsic.uscg.mil) or by phone at 785-357-3669.

- YN2 Jeff Felty (MAS)  
- YN2 Matt Falor (MAS)





## PMIS/JUMPS II

As you may already know, the Coast Guard is working towards incorporating many databases used around the Coast Guard into the new Human Resources Management System (CGHRMS). The foundation of the new centralized database is PeopleSoft's Human Resource Management System, a commercial off-the-shelf (COTS) software package.

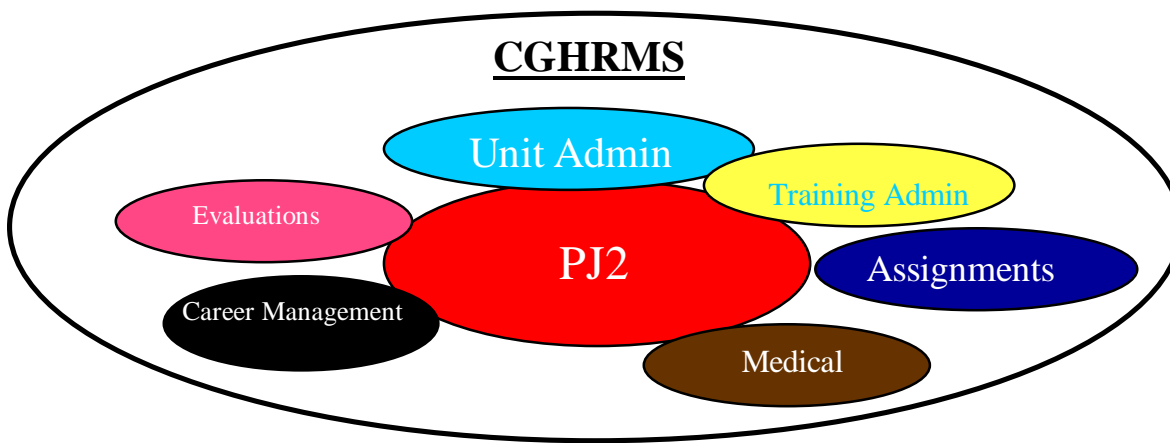
Today, CG Headquarters, CGPC, and HRSIC (ADV) use the Personnel Decision System (PDS) to manage several personnel functions, i.e., the PCS assignment process, officer promotions, enlisted advancements, etc. HRSIC (MAS), (SES) and PERSRUs use PMIS/JUMPS and SDAII for active and reserve pay and personnel functions. HRSIC (RAS) uses a WANG database system to pay CG retirees. A primary advantage of eliminating these databases and using a centralized database is to give all users access to the most up-to-date information.

HRSIC (PJ2) role in developing the Coast Guard's new Human Resources Management System (CGHRMS) is to:

- Work with COMDT (G-WRI) to create the centralized database which will form the core of our CGHRMS.
- Replace the existing functionality of the PMIS/JUMPS system with a PeopleSoft HRMS that supports all active and reserve pay and personnel systems.
- Integrate the Retiree and Annuitant Personnel and Payroll system into CGHRMS providing the Coast Guard with a single payroll system for all active, reserve, retirees, annuitants, former spouses and beneficiaries.
- Replace the existing PMIS/JUMPS data capture software (SDAII) with a flexible front end to record pay and personnel events as close as possible to the source of the event.

In March, we awarded a contract to a company with PeopleSoft implementation experience. This team of experienced analysts/programmers joined our PJ2 staff on board HRSIC in April. We just completed mapping several of our major processes, i.e., PCS, discharge, accessions, etc. Next, using the process maps, we will enter the "Solution Analysis" and "To Be Designed" phases of the project. This will lead to the identification of what pay and personnel processes fit comfortably with the PeopleSoft software and those requiring customization. To keep future costs low and to simplify upgrades, we want to use as much of the basic PeopleSoft HRMS package as possible.

- CWO Bessie Carrothers (PJII)



## Timely Submission of SDAII Submissions

Chapter 19-A of the SDA-II User Manual outlines the PMIS/JUMPS Feedback Report. When documents do not process through PMIS/JUMPS, feedback is provided to PERSRUs by the HRSIC PMIS team for corrective action. The corrective action is required prior to the next update cycle. When timely action is not taken by the PERSRU, it results in pay problems for the member.

In the 01/99 PERSRU Newsletter, there is an article about how PERSRUs can be more proactive. There were several good points made, including info about the Error Feedback Inquiry on amdahl. Please read the article. It is a good source of information.

Here is an example how not taking corrective action in a timely manner can lead to an adverse pay problem for members of the Coast Guard, your customers.

1 April 99: BM3 Jones discharges from the Reserves and is going on Active Duty in the Regular Coast Guard on 2 April 99.

2 April 99: BM3 Jones accesses in the Regular Coast Guard. (This is two working days prior to update/compute on 6 April.)

21 April 99: PERSRU submits SDA-II accession transactions (approximately 3 weeks after member accessed).

27 April: Update cycle completed. Accession transactions do not process and appear on the HRSIC PMIS exception report on 28 April due to P203 (Discharge transaction) was overlooked and not submitted to discharge BM3 Jones from the Reserves.

30 April: HRSIC Auditor provides phone or email feedback to the PERSRU to submit a P203 to discharge BM3 Jones from the Reserves.

**Note: The error feedback is given to the PERSRU two working days prior to polling cutoff on 3 May (which is the polling cut for mid-month compute and the 15 May pay day).**

4 May 99: HRSIC Update/Compute cycle completed. PMIS Auditor receives new exception report and notices accession transactions are still not processing due no P203 submission by PERSRU. The PERSRU did not take action and submit the P203 discharging the member from the Reserves. Why?

The above timeline is provided to illustrate how timely submission of transactions affect the pay of our Coast Guard customers. In this situation, three compute cycles and three pay days will pass and BM3 Jones' pay will not have computed properly. Put yourself in BM3 Jones shoes. He has bills to pay and a family to feed.

Would this timeline be acceptable if you were BM3 Jones?

**- YN1 Sean Hayes (MAS)**

## Survivor Benefit Plan (SBP)

Members that elected to participate in the SBP program prior to their original retirement date can only modify their election during an announced SBP open enrollment season or change in marital or dependent status. Members, including recalled members, must keep RAS advised of any change in marital status. If recalled to active duty for a period greater than 30 days, the monthly (SBP) premium cost is suspended for the duration of the active duty.

**- Dick Parker (QA/FR)**

## WHO TO CALL AT HRSIC

Question	Office	Phone	Fax	Email
Non-receipt of Pay/ Allotments/Remissions and Waivers/ VEAP/ Saved Pay/ Leave Carry Over/ Garnish- ments	MAS Vouchers	785-357- 3505	785-295- 2594	WSII: MAS/HRSIC WSIII: HRSIC-Mas@hrsic.uscg.mil
Document Submission/ Excep- tion Reports	MAS PMIS Team	785-357- 3500	785-295- 2638	WSII: MAS/HRSIC WSIII: HRSIC-Mas@hrsic.uscg.mil
Special Payments/ Pay Account Audits/ Account Discrepancies	MAS Pay Team	785-357- 3500	785-295- 2638	WSII: MAS/HRSIC WSIII: HRSIC-Mas@hrsic.uscg.mil
Pay Related Inquiries/ LES's/ Bonuses/ Name, SSN, Birth Date changes/ Commissary Cards	MAS Customer Service	785-357- 3540	785-295- 2594	WSII: MASCSB/HRSIC WSIII: HRSIC-Mas@hrsic.uscg.mil
Dental Premium/ Coverage Problems	MAS MPSS	785-357- 3496	785-295- 2594	WSII: MAS/HRSIC WSIII: HRSIC-MASCSB@hrsic.uscg. mil
PERSRU Accuracy Report/ PERSRU training/ CFTRR Mailouts	MAS Performance and Training Team	785-357- 3670	785-295- 2594	WSII: MAS/HRSIC WSIII: HRSIC-Mas@hrsic.uscg.mil
Retired Pay	Retiree and Annui- tant Services	785-357- 3415	785-295- 2639	WSII: RAS/HRSIC WSIII: HRSIC-RAS@hrsic.uscg.mil
Separations/ W-2's/ Statements of Credible Service/ Reserve Points/ Separation Tonos	Separations & Enti- tlements Services	785-357- 3550	785-295- 2544	WSII: SES/HRSIC WSIII: HRSIC-SES@hrsic.uscg.mil
Service Debts/ MGIB/Savings Bonds	Debt Collection	785-357- 3610	785-295- 2781	WSII: DC/HRSIC WSIII: HRSIC-DC@hrsic.uscg.mil
Travel Claims/ Travel Ad- vances/ Travel Debts	Travel	785-295- 2250	785-295- 2835	WSII: TVL/HRSIC WSIII: HRSIC-TVLCST@hrsic. uscg.mil
EPEF/ Servicewide/ PDE's	Advancements	785-357- 3400	785-295- 2668	WSII: ADV/HRSIC WSIII: HRSIC-ADV@hrsic.uscg.mil
BAH Determination	Legal	785-357- 3595	785-295- 2956	WSII: LGL/HRSIC WSIII: HRSIC-LGL@hrsic.uscg.mil
SDAII	SDM	785-357- 3648	785-295- 2722	WSII: DOWNLOAD/HRSIC03
Confinement/ Appellate Leave	Administration	785-357- 3600	785-295- 2721	WSII: HRSIC-ADM@maillant. uscg.mil WSIII: HRSIC-ADM@hrsic. uscg.mil

## Saved Pay & Change In Status

In the 1970's, changes in the pay tables lead to a situation whereby some members were actually losing money as the result of accepting a promotion. Congress took action to reverse this trend, so that a member would be entitled to the higher of the pay and allowances of his/her previous grade, or those of the grade to which the member had been promoted, and Saved Pay was born. HRSIC uses two primary reports in conjunction with administration of Saved Pay: the Saved Pay Report and the Change in Status Report.

Every member in receipt of Saved Pay has to be researched each month to determine if there have been any changes in his/her account that would lead to termination, reduction, or increase of the Saved Pay entitlement. Examples of changes that could affect entitlement include PCS transfers and changes in dependency status. The Saved Pay Report serves as a "tickler" to assist in this process.

The Change in Status Report lists those members who have had a promotion from an enlisted to a warrant or commissioned grade, or from a warrant to a commissioned grade. These are members who may now fall under the Saved Pay rules as a result of their promotion. Each of these members is researched to determine whether or not they qualify, and a Saved Pay case established for those who do. However, there is a problem with those members who do not qualify for Saved Pay at the point of initial promotion; they may qualify later, for example at a Career Sea pay or service longevity point – and we have no way to identify them when this happens! There are just too many of them to permit us to effectively track them through an entire career. While the system could be programmed to produce this information, the

resulting report would immediately exceed our available resources. Further, our research has shown that only a small fraction of those who do not qualify initially ever do qualify at a later point. Under these circumstances, the production of an additional report is simply not a viable use of our resources. For example:

I. M. Hypothetical enters the Coast Guard in 1975, and in 1985 makes E-7. In 1988 he/she is promoted to W-2, and in 1991 accepts an appointment to O-2E. In both 1988 and 1991, he was on the Change of Status Report, and did not qualify for Saved Pay either time. Now, he is serving as an O-3E, his permanent Grade is W-4, and he goes "over 24" this year. With this service longevity, the pay and allowances for W-4 do exceed those for O-3E, and he becomes entitled to Saved Pay. To "automatically" know this, we would have had to have been tracking LT Hypothetical's pay account monthly for the last eleven years! Multiply this example by some 200 status changes per year, and you begin to see the magnitude of the problem.

The only solution is for us to rely upon the members themselves to monitor their own pay, and to query their PERSRU or HRSIC (MAS) (by letter or E-Mail) if at any time they feel that they may have become eligible for Saved Pay under section 2-H of the CG Pay Manual. This is not the way that we would like things to be (and when PMIS/JUMPS-II arrives it will hopefully change), but it is all that we can do for now.

**- Robert Dyche (MAS)**

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